

**YAVAPAI COUNTY
Self-Service Center**

**INSTRUCTIONS: MOTION REQUESTING ADDITIONAL TIME TO FILE
ANNUAL REPORT OF GUARDIAN**

If the Guardian is unable to file an Annual Report of Guardian before the anniversary date of his/her appointment, the guardian **shall, at least 10 days before the deadline**, file a motion that requests additional time to file the report. EVERY Motion filed with the Clerk MUST have a proposed form of Order for the Judge to sign. See INSTRUCTIONS FOR ORDER RE MOTION REQUESTING ADDITIONAL TIME TO FILE ANNUAL REPORT OF GUARDIAN

TYPE OR PRINT USING BLACK INK ONLY

- ✓ Complete the upper part of the form with your name, etc., the ward's name, and the case number.
- ✓ Fill in your name and the date you were appointed as guardian.
- ✓ Complete #s 2 & 3.
- ✓ Check the number of additional days you are requesting the court to allow you to file the report after the date it is due. You are **required** to explain why you need additional time to file the Report of Guardian. Space is provided for you to explain; if you need more space additional pages may be added to the motion.
- ✓ Complete the Oath and Verification. You must sign the motion before a notary public. Date and sign the motion.
- ✓ For the Certificate of Mailing, fill in the names and addresses of the persons entitled to have a copy of the motion. These will most likely be the same persons who were entitled to receive notice at the start of the guardianship process.
- ✓ Put in the date you are mailing copies of the motion to those persons. The copies must be mailed immediately after the filing of the motion with the Clerk of Superior Court.
- ✓ The person who actually mails the copies must sign the Certificate of Mailing/Service stating it has been done.

FILING THE MOTION REQUESTING ADDITIONAL TIME TO FILE ANNUAL REPORT OF GUARDIAN

- Take OR mail the original Motion and one copy to the office of the Clerk of Superior Court. There is no filing fee to file the Motion.
 - ▶ IF you are mailing your Motion to the Clerk's Office, include the copy to be stamped by the Clerk. Also include a self addressed, stamped envelope for the Clerk to return the stamped copy to you. If you do not provide a copy and a self addressed, stamped envelope, you will not get a copy of the motion returned to you.
- ✓ Your copy will be stamped by the clerk. After it is stamped by the clerk, make enough copies of your copy to mail to all persons listed on the last page of the Motion.
 - *Note: The number of copies you need to make depends on the number of people who need a copy.*

IF YOU OR THE WARD HAS A CHANGE OF ADDRESS, YOU MUST IMMEDIATELY NOTIFY THE COURT IN WRITING. You MUST do this on a separate document titled NOTICE OF CHANGE OF ADDRESS. If you don't do this, the Court can order you to pay any costs resulting from problems caused by your failure to notify.

**REMEMBER, IF YOU DO NOT UNDERSTAND THIS PROCEDURE,
CONTACT AN ATTORNEY FOR HELP AND ADVICE.**